

Courses: Admin Overview

Application administrators of the [Courses](#) application can access its admin side and follow the information in this guide.

Head to Applications > Admin > Courses:

- [Admin Permissions](#)
- [Course Permissions](#)
- [Module Permissions](#)
- [Manage Categories](#)
- [Course Preferences](#)

Admin permissions

Enter the [users/roles/groups](#) and assign permissions based on what you would like them to be able to do.

In this example, those in the administrator People role can do everything, and so can those in the group. This ensures the group can manage the upkeep day to day, but administrators have the same access in case assistance is needed.

A screenshot of the 'Admin Permissions' configuration page in the Courses application. The page shows a sidebar with navigation options: Admin Permissions, Course Permissions, Module Permissions, Manage Categories, and Preferences. The main content area is titled 'Admin Permissions' and includes a search bar with 'Start typing to add...' and buttons for 'Browse' and 'Remove'. Below the search bar, a dropdown menu is open, showing 'Role: Administrators' and 'Group: Learning and Development'. A list of permissions is displayed with checkboxes: Add Course, Add Module, View Reports from own group(s), View all reports, View Archive, Manage Module completions, Delete Course, and Delete Module. A link 'View effective permissions...' and an 'Apply permissions' button are also visible.

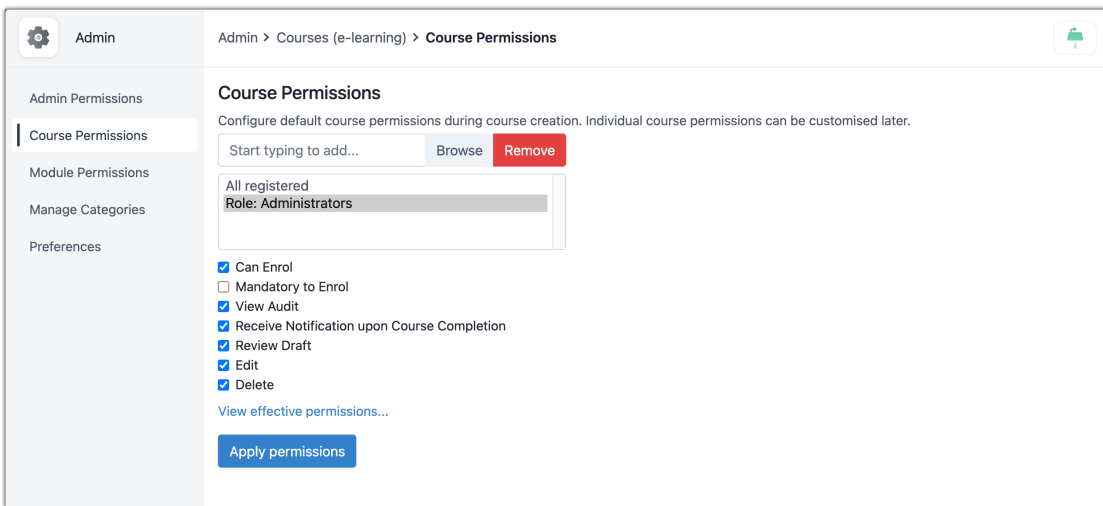
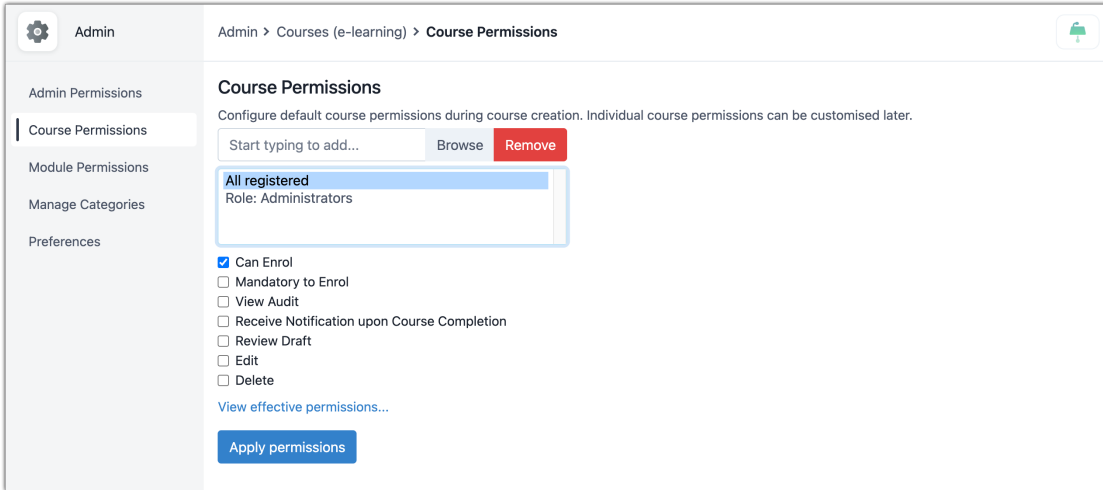
- **Add Course:** Can create new Courses
- **Add Module:** Can create new Modules
- **View Reports from own group(s):** Can [view reports](#) belonging to their own People group
- **View all reports:** Can [view reports](#) containing course records of all users
- **View Archive:** User(s) can view and manage Archived courses
- **Manage Module completion:** The ability to mark modules as complete on behalf of other users (should only be given to administrators)
- **Delete Course:** Can delete any course
- **Delete module:** Can delete any module

Course Permissions

This area acts as the default permissions that will pull through to new Courses created.

They can be further edited at that point, but enter [users/roles/groups](#) here that are generic and likely to be repeated in Courses to speed up this process when creating new ones.

It is fine to leave this area blank if you do not think it would be of benefit to your team; they can fill out the permissions every time a new course is created.



- **Can Enrol:** Can join the Course and take its content
- **Mandatory to Enrol:** Once a user enrolls, they cannot unenroll from the course
- **View Audit:** Can view the audit tab containing course data (i.e. user names, enrollment & completion dates, and completion status)
- **Receive Notification upon Course Completion:** Will receive a notification when the course is completed by any user - for this reason, this permission is usually only given to administrator roles/groups
- **Review Draft:** User(s) can access and review courses in Draft status
- **Edit:** User(s) can edit any existing course content and details
- **Delete:** User(s) can delete any existing course

Module Permissions

This area acts as the default permissions that will pull through to new Modules created.

They can be further edited at that point, but enter [users/roles/groups](#) here that are generic and likely to be repeated in Modules to speed up this process when creating new ones.

It is fine to leave this area blank if you do not think it would be of benefit to your team; they can fill out the permissions every time a new module is created.

- **View Only:** Can open and view module content
- **Can Complete:** This option means a checkbox will appear in the module, allowing the user to mark it as completed (Best to give on the front end for content that is not SCORM to mark completion)
- **Review Draft:** Can access and review modules in Draft status
- **View Statistics:** Can view module statistics containing user data
- **Edit:** Can edit any existing module
- **Delete:** Can delete any existing module

Manage Categories

Add or edit categories under which courses can be created.

There are no permissions tied to these; they are simply labels to allow users to categorise content on the front end.

Learning > Courses > Create

Details | Permission | Advanced

Title *

Description *

Category

Upload icon

Prerequisite

Please select
 Claromentis
 Franchisee Training
 Microsoft Office

Preferences

Choose the appropriate options to apply to Courses as a whole:

Admin > Courses (e-learning) > Preferences

Admin Permissions

Course Permissions

Module Permissions

Manage Categories

Preferences

Preferences
 Email Reminder: Default value for modules to send a reminder email if user(s) has not yet completed module within Days
 Certificate: Allow users to obtain an automatically generated certificate upon completion of a course.
 Off On
 File Downloads: Show download buttons for web-supported video (.mp4) audio (.mp3), images (.gif .jpg .jpeg .png) and pdf file formats. Download button will always be shown for other file formats such as MS Word, Excel, or PowerPoint.
 Module Report Score: Show the score column. Please note that not all modules contain score information.

Submit

- **Email Reminder:** A reminder will be triggered to the user(s) who have not completed modules within the defined number of days.
- **Certificate:** A [system-generated certificate](#) will be given upon completion of Courses
- **File Downloads:** Whether supported media can be downloaded
- **Module Report Score:** User(s) can view the score column in module reports (Not all modules will store a score)

Created on 7 May 2026 by [Hannah Door](#)

Tags: [admin](#), [learning](#), [lms](#), [user guide](#)